

**Wright County Community Action, Inc.**  
**Head Start/Early Head Start Policy Council Meeting Minutes**  
**January 21, 2025**

**Members Present:**

Nicole Cantin, Buffalo 1 Representative  
Omanah Bultman, EHS Representative, Chairperson  
Amanda Edwards, EHS Representative  
Amanda Marx-Flaherty, Otsego Representative  
Marina Eggink, Community Representative  
Nicole Schmitz, Community Representative

**Members Absent:**

JorDyn Bresinger, Annandale Representative, Vice-Chairperson  
Samantha Peters, Buffalo 2 Representative, Secretary  
Cassie Richard, Delano Representative  
Amber Johnson, Howard Lake Representative  
Megan Sanborn, Monti 206 Representative  
Alexis Carrillo-Sigle, Monti 207/208 Representative  
Ashley Brownell, Monti 209/210 Representative, MHSA Rep  
Jazmyn Harville, Montrose Representative  
Paige Hasladalen, MHSA Friend, (non-voting)  
Rebecca Calvin, WCCA Board Member (non-voting)  
Jennifer Greenhagen, WCCA Board Member (non-voting)

**Staff Present:**

Dara Smida, Head Start/Early Head Start Director  
Kimberly Zeidler, Health Coordinator

**I. Determine Quorum/Call to Order/Introductions**

The January 21, 2025 Policy Council meeting was called to order at 6:05 PM by Omanah Bultman. A quorum was present, members introduced themselves, and the meeting began.

**II. Consideration/Approval of January 21, 2025 Agenda**

Policy Council members reviewed the agenda as presented. The Director indicated one change under new business. The 2023 Agency Audit is being presented, but does not require a motion from the Policy Council. *Motion by Amanda Marx-Flaherty, second by Marina Eggink to approve the January 21, 2025 agenda. Motion carried.*

**III. Consideration/Approval of the December 17, 2024 Policy Council Minutes**

Policy Council members reviewed the December 17, 2024 Policy Council minutes as e-mailed. *Motion by Marina Eggink, second by Amanda Edwards to approve the December 17, 2024 Policy Council meeting minutes as e-mailed. Motion carried.*

**IV. Consideration/Approval of the November 2024 Financial Reports**

Staff and Policy Council members reviewed and discussed the November 2024 Financial Reports, including expenditures, credit card statements, and in-kind summary. *Motion by Nicole Schmitz, second by Amanda Marx-Flaherty to approve the November 2024 financial reports. Motion carried.*

**V. Unfinished Business**

None

## **VI. New Business**

### **a. Hiring and Termination Memo**

The Head Start Director presented a hiring and termination memo detailing staff hired or terminated since the last meeting.

*Motion by Marina Eggink, second by Nicole Schmitz to approve the hiring and termination memo as presented.*

### **b. 2023 Agency Audit**

Staff and the Policy Council reviewed and discussed the FY2023 audit. There were two single audit finding, two full-scale audit findings, and some additional management comments. The agency Board of Directors approved the FY2023 Agency Audit on January 14, 2025.

### **c. Program Governance Training**

- i. Five Year Planning Cycle. The Head Start Director shared an overview of the five-year planning cycle for Head Start programs.
- ii. Annual Self-Assessment process. The Head Start Director shared a power point “Orientation to the Self-Assessment Process in Head Start”.

## **VII. WCCA Board Report**

There were no Board members present at this meeting. The HS Director gave a brief overview of the January 14, 2025 Board meeting.

## **VIII. Reports from Community Representatives, MHSA Representative, and Parents**

- Marina shared that Public Health currently has student nurses working on projects related to free or low-cost activities throughout Wright County. Public Health also has staff who provide a father’s program, and staff trained in the Circle of Security. We are going to pass this information along to the Family Resource Center staff.
- Amanda M. shared that Otsego had someone from Mid-Country bank come in January to talk about budgeting. They received a lot of valuable information.

## **IX. Program Director’s Report**

### **a. Updates from the Director**

- Enrollment—Head Start Preschool is at 91%. Early Head Start is at 100%
- Staffing—we are currently fully staffed
- Wellness Expo. We are hosting our next Wellness Expo (previously Health Fair) March 13 in Monticello. The Health Coordinator asked Policy Council for ideas on breakout session topics, and ideas for gift baskets to give away in a drawing for families.
- The Minnesota Head Start Association is hosting Head Start Day on the Hill February 19. This is an opportunity for programs to talk to state senators and representatives about the Head Start program.

### **b. Program Activity Report for December 2024**

The Head Start Director shared the program activity report for December 2024, which details enrollment, attendance and meal counts for Head Start Preschool and Early Head Start.

## **X. Schedule Next Meeting and Adjourn**

### **a. The next Policy Council meeting is scheduled for February 18, 2025 at 6:00PM in-person and via Zoom.**

### **b. The January 21, 2025 Policy Council meeting adjourned at 7:12PM.**

*Motion by Amanda Edwards, second by Amanda Marx-Flaherty to adjourn the January 21, 2025 Policy Council meeting. Motion carried.*